

# PRINCIPAL CIVIL ENGINEER

# Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and manage, through subordinate supervisors, the work of professional and technical staff in such areas as design services, private development, infrastructure management, and computer mapping; to coordinate engineering activities with other divisions and departments; and to provide staff assistance to the Department.

## **Supervision Received and Exercised:**

Receives direction from senior management or from other supervisory or management staff within assigned department.

Exercises direct supervision over subordinate supervisors, and professional and technical staff.

#### **Essential Functions:**

Duties may include, but are not limited to, the following:

- Plan, prioritize, assign, supervise and review the work of staff involved in engineering design, infrastructure management, private development, and computer mapping activities.
- Evaluate engineering operations and activities related to design, infrastructure management, private development, and computer mapping; recommend improvements and modifications; prepare various reports on section operations and activities.
- Determine the scope of engineering projects; prepare requests for proposals and contracts for consulting services; review plans of consulting engineers and private contractors; make technical engineering decisions; and establish technical criteria and standards.
- Participate in the development and implementation of goals, objectives, policies, and priorities related to the department.

# CITY OF TEMPE Principal Civil Engineer (continued)

- Develop and prepare recommendations and technical reports related to engineering matters; advise the City Council and Planning and Zoning Commission on engineering related matters.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Participate in the development of the department budget; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; and participate in budget administration.
- Develop budgetary information for projects to be implemented by section, and administer, coordinate and monitor budget for section after it is adopted.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Make public presentations before other governmental and private groups and organizations.
- Prepare or supervise preparation of programs to meet the future needs of the community.
- Negotiate professional service agreements, and cooperative project agreements with other agencies; locate sources and obtain outside funding for public works projects.
- Assist in planning work schedules; determining project assignments; prioritizing infrastructure improvement; and maintenance needs of department facilities.
- Assist in resolving work problems and interpret administrative policies to subordinates, other departments, consultants, contractors and the public.
- Participate in conceptualization, review and approval of private development engineering plans relative to the water/wastewater infrastructure.
- Perform system modeling studies of the distribution and collection infrastructure to include water, wastewater and stormwater. Maintain and develop databases for water infrastructure system models; prepare or supervise preparation of programs to meet the future water infrastructure needs of the community.
- Exercise, update and maintain the Advantica SynerGEE water model.

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- Exercise and apply independent professional judgment, initiative, and skills in the resolution of complex infrastructure/operations engineering and planning matters.
- Review all water/wastewater capital improvement and engineering projects.
- Provide oversight to professional staff and outside consultants in the preparation of technical and/or specialized planning reports related to water infrastructure matters, including flow studies and other field studies.
- Perform related duties as assigned.

### **Minimum Qualifications:**

## **Experience:**

Four years of increasingly responsible professional civil engineering experience including two years of lead supervisory and project management responsibility.

#### For assignments related to water/wastewater

Three years of project management responsibility as well as one additional year of increasingly responsible experience performing studies and master plans, developing preliminary and final designs, and providing construction monitoring with an integrated (water, wastewater, stormwater) water utility.

#### **Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil or structural engineering or related field.

#### Licenses/Certifications:

Possession of a Certificate of Registration as a professional civil engineer in the State of Arizona.

## **Examples of Physical and/or Mental Activities**

Pending

#### Competencies:

Pending

# CITY OF TEMPE Principal Civil Engineer (continued)

Job Code: 430

Status: Exempt / Classified